Kilvington
Grammar School

Full Fee Paying Overseas Students Business Regulations: International Students Enrolment and Written Agreement

2 Leila Road Ormond VIC 3204

ABN 79 117 529 932

2026 Annual Tuition Fees and Charges for International Students

2026 FEE SCHEDULE							
YEAR LEVEL	**TUITION FEE**	**CONSOLIDATED LEVY**	**MAINTENANCE LEVY**	**PAYROLL TAX LEVY**	**CAMP FEE**	**BOOK LEVY**	**TOTAL FEES**
	$	$	$	$	$	$	$
Early Learning Centre	*Not Applicable as the School does not offer a placement for international students.*						
Year Prep	28,044	672	2,028	1,380	0	288	32,412
Year 1	28,044	672	2,028	1,380	0	288	32,412
Year 2	28,044	672	2,028	1,380	0	288	32,412
Year 3	32,096	672	2,028	1,380	480	288	36,944
Year 4	32,096	672	2,028	1,380	480	288	36,944
Year 5	34,420	1,804	2,028	1,380	660	288	40,580
Year 6	36,744	1,804	2,028	1,380	1,800	288	44,044
Year 7	40,992	2,148	2,028	1,380	500	0	47,048
Year 8	42,512	2,148	2,028	1,380	650	0	48,718
Year 9	43,864	2,080	2,028	1,380	1,600	0	50,952
Year 10	44,808	2,080	2,028	1,380	650	0	50,946
Year 11	44,808	2,096	2,028	1,380	650	0	50,962
Year 12	44,808	2,096	2,028	1,380	560	0	50,872

The **Consolidated Levy** aims to cover all compulsory costs associated with the School curriculum and to minimise charges throughout the year. The fee includes the cost of materials, incursions, excursions, classroom resources, eLearning and other miscellaneous charges. The fee does not cover laptop purchases or leases.

The **Maintenance Levy** contributes to the cost of maintenance of facilities and the improvement of existing facilities at the School.

The **Payroll Tax Levy** contributes to maintaining the School's education program in response to the removal of the payroll tax exemption from independent schools in 2024 by the Victorian State Government.

Year level **Camp Fees** are charged to the Student's account. Optional camps/activities are advised in advance and charged separately.

The **Book Levy** covers books and periodicals supplied by the School.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

2026 Term Dates

Please note dates are subject to change. Please see the School's website for current and future term dates: https://www.kilvington.vic.edu.au

TERM 1	
Friday 23 January	New Staff Induction Day
Monday 26 January	Australia Day Holiday
Tuesday 27 January	Staff Day
Wednesday 28 January	Staff Day
Thursday 29 January	Year 7 and Year 12 students commence
Friday 30 January	Years 1–6 and Years 8–11 students commence
Monday 2February	Prep students commence
Monday 9 March	Labour Day Holiday
Thursday 2 April	Term 1 concludes

TERM 2	
Monday 20 April	Staff and students commence
Friday 5 June	Student Free Day for Prep – Year 12
Monday 8 June	King's Birthday Holiday
Friday 19 June	Term 2 concludes

TERM 3	
Monday 13 July	Staff Day
Tuesday 14 July	Students commence
Friday 18 September	Term 3 concludes

TERM 4	
Monday 5 October	Staff and students commence
Monday 2 November	Mid-Term Holiday
Tuesday 3 November	Melbourne Cup Day Holiday
Tuesday 8 December	Term 4 concludes for students
Friday 11 December	Term 4 concludes for staff

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

	Help for non-English speakers. If you need help to understand this policy, please contact us at enquiries@kilvington.vic.edu.au

Introduction

These Business Regulations: Full Fee Paying Overseas Students International Students Enrolment and Written Agreement (Written Agreement) set out the terms and conditions under which international students are enrolled at Kilvington Grammar School (the School). The School retains the right to alter the notice from time to time to meet changing conditions.

The School will ensure that the marketing and promotion of its courses and education services in connection with the recruitment of overseas students or intending overseas students, including through an education agent (in accordance with Standard 4), is not false or misleading, and is consistent with Australian Consumer Law.

In seeking to enter this Written Agreement with overseas students or intending overseas students, the School will not provide any false or misleading information on its association with any other persons or organisations the School has arrangements with for the delivery of the course in which the student intends to enrol or may apply to enrol

This Written Agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

1. Definitions

1.1 **Approved Online Learning Provider means one of the following organisations:**

a) Victorian School of Languages (VSL).

b) Virtual School Victoria (VSV).

c) Victorian Virtual Learning Network (VVLN).

d) the Centre for Higher Education Studies (CHES). This is limited to VCE subjects and students are not permitted to do higher education studies with CHES university partners.

1.2 **Approved Online Education Provider** means a Victorian Government Department of Education approved Online Education Provider.

1.3 **Approved Vocational Education and Training (VET) Provider** means a Victorian Government Department of Education approved VET organisation.

1.4 **Book Levy** means a charge for Junior School (Prep to Year 6) only and includes all books and resources required. All books and resources will be provided by the school for these year levels.

1.5 **Camp Fee** means the account including a camp fee for students in Years 3 to 12.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

1.6 **Consolidated Levy** means the account including a consolidated levy, which covers the cost of materials, incursions, excursions, classroom resources, technology and miscellaneous charges.

1.7 **ESOS Act 2000** means Education Services for Overseas Students Act 2000.

1.8 **Maintenance Levy** means the account including a maintenance levy, which contributes to the cost of maintenance of facilities and the extension or building of new facilities.

1.9 **Tuition Protection Service (TPS)** means the initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students can either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees.

2. General matters

2.1 Parents or legal guardians are subject to the terms and conditions of these Business Regulations.

2.2 Parents or legal guardians must advise the School of any matters that pertain to the educational, physical or psychological development of their child, as this information is of significant importance in permitting the School to assess the child's needs.

2.3 Enrolment is at the discretion of the Principal. The School does not provide reasons when declining an enrolment application.

2.4 If the overseas student or intending overseas student is under 18 years of age, the written agreement with the overseas student or intending overseas student must be signed or otherwise accepted by the student's parent or legal guardian.

2.5 Each signatory to the Enrolment Agreement agrees that they are jointly and severally bound by the terms and conditions of these Business Regulations, including but not limited to payment of fees and charges and compliance with School rules, regulations and policies that may be in force at the School from time to time, and that they will continue to be jointly and severally bound notwithstanding any changes to the relationship between them. No account or billing will be split on a several basis.

2.6 Acceptance of an offer of enrolment can be deferred but no guarantee can be given that a place will be available at that time.

2.7 The School will retain records of all written agreements as well as receipts of any payments of tuition and non-tuition fees made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.

2.8 The Student is responsible for keeping a copy of the written agreement as supplied by the School, and receipts of any payments of tuition fees or non-tuition fee.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

2.9 The Student must notify the School of:

a) their contact details including current residential address, mobile phone number, and email address

b) who to contact in emergency situations

c) any changes to those details, within 7 days of the change.

2.10 The School will ensure that, at least every 6 months, while the student remains an accepted student of the School:

a) the School confirms, in writing, the details of 2.9 (above) and Subsection 21(2) of the ESOS Act with the student

b) the records are updated accordingly.

2.11 The School will only use links to provide supplementary material.

3. Fees and Charges

3.1 The parent or legal guardian is required to pay all fees provided in the Fee Schedule. The School may vary tuition fees and other fees and charges from time to time at its sole discretion.

3.2 Once a formal offer of a place in the School is made, the School requires the parents/ or legal guardians to provide:

a) a non-refundable payment of an Enrolment Fee of $A1100;

b) the Camp Fee; and

c) 50% of the Annual Tuition Fee, Consolidated Levy, Maintenance Levy and Book Levy which will be invoiced in advance on the 1st of November of the previous school year and payable by the 15th of November.

3.3 If permitted under the ESOS Act, the student may choose to pay more than 50 per cent of their tuition fees before their course commences.

3.4 The balance of the Annual Tuition Fee, Consolidated Levy, Maintenance Levy and Book Levy will be invoiced on the 1st of May and is payable by the 15th of May.

3.5 Fees paid to the School are made directly into an account maintained by an Australian Authorised Deposit-Taking Institution (ADI and are governed by the Tuition Protection Service (TPS).

3.6 Fees and Charges are paid directly to the School and are not collected by an Education Agent on behalf of the School.

3.7 The parents or legal guardians are responsible to pay the cost of uniform and books, accommodation, living, travel expenses, VCE entry, purchase or lease of laptop computer.

3.8 All fees and charges (including tuition fees, and other additional fees and charges incurred) are payable within 14 days of an account being rendered.

3.9 Fee payments can be made by Visa, MasterCard or Amex, via BPAY or cheque. The School does not accept cash payments.

3.10 If in any one term all fees have not been paid in respect of all accounts rendered payable, the name of the Student in respect of whom all such fees have not been paid shall be removed from the School Roll and this Agreement terminated in relation to that student, unless there are special circumstances which have been reported to the Principal and alternative payment arrangements have been approved by the Principal.

3.11 Overdue accounts more than 30 days after due date will be charged a late fee of $200 together with any costs incurred in collecting the outstanding amount. Where specific payment arrangements are in place, and adhered to, the Late Fee will be waived.

3.12 Where a place is reserved for the Student who is granted leave of absence, there will be a charge of one fee instalment, payable in advance. Cheques in respect of all fees or other amounts payable pursuant to this Agreement should be made payable to the School marked "Not Negotiable", and addressed to the Director of Business.

3.13 The parents or legal guardians acknowledge that they are liable to the School for payment of all fees irrespective of the person or persons to whom accounts are sent or by whom accounts are or have been paid and each parent or legal guardian does hereby guarantee to the School the payment of all such fees should the person or persons by whom such accounts are or have been paid default in any such payment.

3.14 The School will offer reasonable support to the Student to enable them to achieve expected learning outcomes regardless of the Student's place of study or mode of study of the course, at no additional cost to the Student. This support includes:

a) **Enrolment support** for online or distance-learning students, including information about technology requirements, learning platforms and available support services.

b) **Technology assistance**, such as loan devices, access to software, internet support options, or alternative learning arrangements where students experience connectivity issues.

c) **Additional learning support** for students with special needs, including reasonable adjustments, individual learning plans, modified resources, and access to wellbeing staff.

d) **Regular wellbeing and academic check-ins** conducted by international student staff, coordinators, teachers or mentors.

e) **Online access to school resources**, including library services and learning materials, and school news.

f) **Opportunities for social connection** through student groups, cultural activities, and international student meetings.

g) **Access to English language support** or additional literacy assistance where required.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

h) **Clear communication channels** enabling students to easily contact teachers, wellbeing staff, international student coordinators and support services.

i) **Monitoring student engagement and attendance** in online learning, with follow-up support where concerns are identified.

j) **Records of support provided**, such as meeting notes, communication logs, individual support plans, wellbeing referrals, and attendance monitoring reports.

3.15 Where the Student elects to undertake face-to-face learning for a unit of study/subject offered by the School but, due to a timetabling clash, needs to undertakes online or distance learning, the School will cover the cost of that online or distance learning.

3.16 Where the Student elects to undertake online or distance learning for a unit of study/subject not offered by the School, the Student's parents or legal guardians may be responsible to pay the cost of that online or distance learning.

3.17 The School will, at all times, ensure there is a sufficient amount standing to repay all tuition fees to every overseas student or intending overseas student:

a) in respect of whom tuition fees have been paid to the School; and

b) who has not yet begun the course the School is to provide to the student.

3.18 An amount may be withdrawn from the account, so as to reduce the balance of the account below the protected amount, only if:

a) the amount is withdrawn to pay a refund

b) the School has arranged for the student to be offered a place at an alternate course at the School's expense

c) the amount is withdrawn to pay the alternative provider in relation to the relevant student

d) the amount is withdrawn to pay the TPS Director in relation to the relevant student.

3.19 There is potential for fees to change over the duration of the course.

4. Non-Tuition and Other Fees Not Included in Fees and Charges

4.1 Where the Student is enrolled at the School, and there are no other study options they can study up to two online subjects per semester provided the online learning is through an Approved Online Education Provider. In these circumstances, the Student may incur a non-tuition Online Education-related material fee to cover materials used in the Online Education subject. Additional Online Education Provider tuition fees may also applicable. The School will inform the Student of Online Education Provider fees before the Student commences an Online Education subject.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

4.2 Where the Student is enrolled at the School, they can elect to study a Victorian Certificate of Education (VCE) Vocational Education and Training (VET) subject provided the study is through an Approved VET Provider. In these circumstances, the Student may incur a non-tuition VET-related material fee to cover materials used in the VET subject. Additional VET tuition fees may also applicable. The School will inform the Student of VET fees before the Student commences a VET subject.

4.3 The Student's Overseas Student Health Cover is to be paid for by the Student's parents or legal guardian and is not included in the Fees and Charges outlined in this Written Agreement.

4.4 Where the School has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for an overseas student and that student meets the age requirement for living in School-Approved Homestay Host Accommodation, the Homestay Fee and, where required, the Room Holding Fee, is to be paid directly by the Student to the Homestay Host. These fees are not included in the Fees and Charges outlined in this Written Agreement.

4.5 Non-tuition fees and any other fees not included in Fees and Charges are paid directly to the School and are not collected by an Education Agent on behalf of the School.

5. Refunds

5.1 A full refund of the Tuition Fees will be paid if the student does not take up the place offered less the lesser amount of either 5% of total fees paid or $500 retained as an administration charge.

5.2 If a Student changes their visa status during their period of enrolment with the School, the Student (or their parent or legal guardian) will be billed as a local student from the start of the next tuition and non-tuition fees cycle.

5.3 If the School defaults, the School will notify, in writing, to the Victorian Registration Qualification Authority (VRQA) and the TPS Director of the default within 3 business days of the default occurring.

5.4 If the School defaults, the School will provide a refund to the Student or the parents or legal guardians as per the provisions of the ESOS Act 2000. The refund amount will be the unexpended amount of the course money received from the Student. If required, the TPS will provide assistance to the Student and ensure that the Student can either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees.

5.5 The School defaults if:

a) either of the following occurs:

i. the School fails to start to provide the course to the Student at the location on the agreed starting day;

ii. the course ceases to be provided to the Student at the location at any time after it starts but before it is completed; and

b) the Student has not withdrawn before the default day.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

5.6 If the Student defaults, the School will provide a refund to the Student or the parent or legal guardian as per the provisions of the ESOS Act 2000 unless an exception applies.

5.7 If required under the ESOS Act 2000, the School will give notice to the TPS Director and the VRQA within 7 days after the end of the Provider Obligation Period.

5.8 If the School must pay a defaulted student a refund governed by the ESOS Act 2000, this refund will be paid within the Provider Obligation Period of 4 weeks after the default day.

5.9 The Student defaults if:

a) the course starts at the location on the agreed starting day, but the Student does not start the course on that day (and has not previously withdrawn);

b) the Student withdraws from the course at the location (either before or after the agreed starting day);

c) the School refuses to provide, or continue providing, the course to the Student at the location because of one or more of the following events:

i. the student failed to pay an amount they were liable to pay the provider, directly or indirectly, in order to undertake the course;

ii. the student breached a condition of their student visa;

iii. misbehaviour by the Student.

5.10 The process to apply for a refund is outlined below:

a) Write to the Director of Admissions, attaching the required evidence.

b) The School will advise the outcome of the refund request and specify how it was calculated.

c) Any refund will be repaid within 4 weeks of the submission of the refund (as outlined above) or, in the case of School default, within 14 days (as outlined above).

d) Refunds are paid to parents or legal guardians. Upon instructions from parents or legal guardians, refunds will be repaid to the Student if over the age of 18 years.

e) Refunds are paid by telegraphic transfer or electronic bank transfer.

f) All refunds are paid in Australian dollars. The School is not responsible for any foreign exchange losses.

5.11 Where parents or legal guardians are not satisfied on a question of refund, they may refer the matter to the Principal. If this fails to yield a resolution, the matter may be further referred to the Chair of the Kilvington Board.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

6 Parent Representative

6.1 All overseas students MUST have a Parent Representative (non-legal guardian) in Melbourne, who is a mature person of good character. The Parent Representative must be over 25 years of age.

6.2 The Parent Representative must have a special interest in the student and must be approved by the International Student Coordinator.

6.3 Parent Representatives have an obligation to be a contact person for the School and to meet with the International Student Coordinator and relevant Kilvington staff as deemed necessary by the School.

6.4 The Parent Representative is bound by the Parent Representative Agreement and associated policies and procedures.

6.5 The School has a reputation for working together as a close community and welcomes the Parent Representative of overseas students.

7 Prerequisites

7.1 The latest year of entry is Year 11 to enable the Student to meet the VCE requirements to successfully complete the minimum units of study. The School may consider accepting a transfer into Year 12 from another Victorian school.

7.2 If English is not the applicant's first language, they will be required to undertake an English assessment prior to consideration being given to their application for enrolment. The applicant's family must meet the cost associated with English language proficiency testing on each occasion.

7.3 The School's preferred assessment organisation is the Australian Education Assessment Services (AEAS) test. However, upon mutual agreement between the School and the Student's family, the results of other English Assessment Tests may be considered.

7.4 AEAS test results need to be recent enough for the School to be confident that they are a true and accurate reflection of the student's current English ability. This test is suitable for students aged eight and above. The AEAS website in English is: http://aeas.com.au/home/welcome.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

7.5 The required level of English proficiency for direct enrolment is outlined in the following table:

Year Level	**AEAS**
ELC	Not applicable
Prep-Year 3	Interview only
Year 4 – Year 6	30 or above
Year 7	50 or above
Year 8	65 or above
Year 9	70 or above
Year 10	75 or above
Year 11	80 or above

7.6 Other than meeting their obligations as outlined in this Written Agreement and the School's Full Fee Paying Overseas Student Assessment of English Language Proficiency Policy, the School does not require the Student to have educational qualifications in order to be accepted into a course offered by the School.

7.7 The School does not require the Student to have work experience in order to be accepted into a course offered by the School.

8 Requirements Relating to Educational Qualifications for VCE

8.1 Where the Student is enrolled in VCE Units 1-4, they must achieve an assessment of 'Satisfactory' ('S') in at least eight Units of study by the end of Year 11, and 16 Units of study by the end of Year 12.

8.2 The minimum requirement of the satisfactory completion of 16 units of study must include:

a) Three units from the English Group, including a Unit 3-4 sequence.

b) At least three sequences of Unit 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

c) Students undertaking atypical programs may have their previous studies or experience counted in the award of the VCE.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

9 Recognition of Prior Learning and Course Credit

9.1 The School will recognise a Student who has achieved a Satisfactory ('S') for Victorian Certificate of Education (VCE) Units that will form part of their VCE Certificate.

9.2 Where a Student has achieved a Satisfactory in a VCE subject, this will not impact on the course duration of VCE.

9.3 Outside this, the School will recognise prior learning to ensure the Student is enrolled according to their age-appropriate year level at the time of their enrolment.

9.4 Students can apply for course credit towards the VCE. The Student must apply to the Victorian Curriculum and Assessment Authority (VCAA), through the School.

9.5 If a student has successfully completed any of these qualifications, they will be eligible for credit towards their VCE at Units 1 and 2 level. For more information and the list of qualifications recognised by the VCAA as being equivalent to VCE Units 1 and 2 (Year 11) level, see the VCAA website: https://www.vcaa.vic.edu.au/assessment/results/applying-credit-and-recognition/credit-towards-vce

9.6 Where a course credit has been approved by the VCAA, the School must give a written record of the decision to the Student to accept.

9.7 The School must retain the written record of acceptance for two years after the Student ceases to be an accepted student.

9.8 Where a student is enrolled in a VET course that contains a unit they have already completed through another VET provider or through higher education, they can apply for credit transfer and recognition of prior learning (RPL), for that course.

9.9 The VET provider must provide students with the opportunity to apply for credit transfer and RPL, unless course rules or licensing requirements prevent it.

9.10 For information on the evidence they are required to provide and the process for applying for RPL, see the Australian Government Australian Skills Quality Authority website: https://www.asqa.gov.au/for-students/credit-transfer-and-recognition-prior-learning

9.11 Where a VET provider or the School grants the RPL or course credit that reduces the Student's course length, that decision will be documented by the VET provider and the School.

9.12 The School must give a written record of the decision to the Student to accept.

9.13 The School must retain the written record of acceptance for two years after the Student ceases to be an accepted student.

9.14 Where course credit is granted that reduces the Student's course length, the School must report any change in course duration in Provider Registration and International Student Management System (PRISMS).

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

10 Courses Offered by the School

10.1 The School is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to provide the following courses to international students:

a) Primary (Preparatory to Year 6); Primary school studies

b) Secondary (Years 7 – 12); Senior secondary certificate of education.

10.2 The School offers the Victorian Certificate of Education (VCE), which is Victoria's senior secondary certificate of education. Completing a scored VCE can provide the Student with:

a) an Australian Tertiary Admission Rank (ATAR), which is a score that may be considered by a university when assessing the Student's application for a course.

b) a more direct pathway to university.

10.3 The School does not offer:

a) the VCE Vocational Major (VCE VM)

b) compulsory online and/or work-based training a student is required to undertake as part of the course

c) work-based training placements and/or other community-based learning and/or collaborative research training arrangements.

10.4 The School must submit to its ESOS agency for approval, including through the relevant State authority, information on any proposed changes to the School's registration for a course offered by the School at least 30 days prior to the time at which those changes are proposed to take effect.

11 Course Location and Enrolment

11.1 The School expects the Student to participate in their course of study at the School's physical location, 2 Leila Road, Ormond, VIC 3204 where there isn't a timetable clash and the School offers the subjects selected by the Student.

11.2 Where possible, the Student can undertake up to one Vocational Education and Training (VET) course at an Approved VET Provider as part their study of the VCE.

11.3 The course offered by the VET Provider may require students to undertake work-based training, placements and/or other community-based learning and/or collaborative research training arrangements as part of their study.

11.4 Where the course is not available at the School and there are no other study options, the Student can undertake online study of up to two subjects provided the course is undertaken with a School Approved Online Learning Provider.

11.5 Online or distance is in addition to the minimum face-to-face teaching requirements.

11.6 When a Student enrols in a course provided by School Approved Online Learning Provider, they are to provide the School with their enrolment form which must be signed by the Online Learning Provider.

11.7 The Student will support the Student where required in the supervision of assessment tasks.

11.8 Where a Student undertakes a VCE course through a School Approved Online Learning Provider, they will complete their VCAA External Examinations at the School's premises.

11.9 The Student is expected to be enrolled in and will be assessed against the requirements of the relevant year level of the Australian curriculum the Student is requesting entry at. The Victorian Curriculum F-10 achievements standards are relevant for students in Preparatory to Year 10, and for students in Years 11 to 12, the relevant accredited senior secondary qualifications of the Victorian Certificate of Education.

11.10 Although the External Providers/Third Parties will be determined by Student demand, the Student may, as part of their course of study, enrol in:

- Victorian School of Languages
- Virtual Schools Victoria
- Vocational Education and Training Providers.

11.11 Refer to **Appendix A** for the current list of external providers.

12 Methods of Assessment: Junior School

12.1 Assessment tasks will be designed and reported on according to the Achievement Standards for the Australian Curriculum.

12.2 Assessment tasks should be designed to support the continued growth of the academic achievement of the students. The task should be designed to cater for a range of abilities within the cohort, appropriate to the achievement standard outlined in the Australian Curriculum. Where appropriate, students should also have the opportunity to demonstrate their level of understanding beyond the Australian Curriculum standard of their cohort.

12.3 Assessment tasks and marking criteria/rubrics are designed collaboratively, with input from all teachers involved in the assessment and Head/Deputy Head of Junior School as required. In the case of test-based assessments, all teachers are expected to complete the assessment prior to the student test date and provide feedback on the assessment and marking criteria.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

13 Methods of Assessment: Senior School

13.1 Assessment tasks will be designed and reported on according to the Achievement Standards for the Australian Curriculum and VCE. The task must be consistent across all students completing the task (with exceptions for students with individual learning needs, see below).

13.2 Assessment tasks should be designed to support the continued growth of the academic achievement of the students. The task should be designed to cater for a range of abilities within the cohort, appropriate to the achievement standard outlined in the Australian Curriculum.

13.3 The Kilvington Command Terms may be used to assist in developing relevant questions. Where appropriate, students should also have the opportunity to demonstrate their level of understanding beyond the Australian Curriculum standard of their cohort.

13.4 Assessments should be designed with an understanding of the ongoing presence and influence of generative AI in student learning.

13.5 Assessment tasks and marking criteria/rubrics are designed collaboratively, with input from all teachers involved in the assessment and the Head of Faculty as required. In the case of test-based assessment, all teachers are expected to complete the assessment prior to the student test date and provide feedback on the assessment and marking criteria.

14 Attendance, Absence and Withdrawal

14.1 The Student is expected to attend for the duration of every school day.

14.2 The Student must attend a minimum of 80 per cent of the scheduled contact hours in order to meet their Australian visa requirements.

14.3 The Student shall follow the course of study prescribed at the School and for that purpose shall attend the School regularly and punctually and each parent or legal guardian agrees to cooperate in ensuring that the student attends the School at the appointed places and times. Please note that as part of a student's visa requirements they must attend 80% of the contact hours scheduled for each term or semester of the course.

14.4 If a Student has not deferred and arrives later than the start date on the Certificate of Enrolment (CoE), a refund or credit will not be paid by the School for any missed days.

14.5 One full term’s notice in writing of the intention to withdraw from the School is required or one term’s fees are to be paid in lieu of notice, except in exceptional circumstances.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

14.6 The Principal is authorised at any time to refuse to permit a student to continue as a Student at the School. If, at the discretion of the Principal, it is desirable and in the interest of the School that a student should be removed from the School, the Principal may notify the parents or legal guardians to that effect, remove the Student's name from the School roll and exclude them from further attendance at the School. The parents or legal guardians will be liable for all tuition fees and other additional fees and charges up to the day before the student's removal from the School.

15 Health/Medical

15.1 The School must be kept up-to-date and informed of a student's medical needs, including any significant illness or disability suffered or developed by the student during their enrolment.

15.2 Under the requirements of the Department of Immigration and Border Protection (DIBP) all student visa applicants will be required to undertake a health check to satisfy specific health requirements.

15.3 It is a condition of the Student's visa to obtain Overseas Student Health Cover (OSHC) before arriving in Australia. The OSHC must be maintained for the entire period of the Student's enrolment at the School.

15.4 The Student must provide the School evidence of their OSHC as part the enrolment process.

16 Dismissal or Suspension of a Student

16.1 The parents legal guardians agree to abide by all the policies of the School. The policies are not incorporated into the agreement.

16.2 The Principal reserves the right to dismiss or suspend the Student from the School on the grounds of unsatisfactory conduct or performance or failure to obey the:

a) Student Welfare, Discipline and Engagement Policy

b) Student Use of Substances Policy

c) Acceptable Use Agreement (Digital Technology)

d) or for any other reason considered by the Principal to be good or sufficient.

17 Resolution of Grievances

17.1 It is expected that student grievances within the School are addressed in the first instance with the International Student Coordinator. The International Student Coordinator maintains regular contact with overseas students and is able to follow up any problems or grievances with the appropriate members of staff.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

17.2 In the event of a grievance not being resolved in this way, a panel consisting of the Principal, International Student Coordinator or a representative, and if appropriate, the member of staff, would hear the grievance. The formal grievance process will commence within 10 working days of the receipt of the grievance, all reasonable measures are taken to finalise the process as soon as practicable. Students have the opportunity to formally present their case at minimal or no cost to themselves and the right to nominate an advocate or spokesperson who may be a fellow student or an adult. The hearing would be held in an informal and conciliatory manner with both parties presenting their case. The panel will consider each case on its merits and make recommendations for conciliatory action, acceptable to both parties. Once the panel has reached a decision regarding the grievance, a written statement of the outcome and the reasons for the outcome will be provided to the student.

17.3 Members of the Executive are highly experienced in working with overseas students, both at the personal and the administrative level.

17.4 In the event of a dispute not being satisfactorily resolved in this manner the student will be informed of the external complaints and appeals process available to them at minimal or no cost. The School's complaints and appeals process is also outlined in the Complaints Resolution Policy (Parents, Guardians and Students).

17.5 For the duration of the appeals process, the student's enrolment is maintained. The external body used for Kilvington's external complaints and appeals processes is an arbitrator nominated by Independent Schools Victoria (ISV). If the grievance procedure finds in favour of the student, the School will immediately implement the decision and any corrective and preventative action required and advise the student of the outcome.

17.6 The dispute resolution process does not restrict the student's right to pursue other legal remedies.

17.7 Depending on the nature of the claim, the international student may or may not be permitted to attend classes during the complaints and appeals process. Where there are safety concerns for the international student and/or other students, staff or any other member of the school community, the international student may not be permitted to attend classes during the complaints and appeals process.

17.8 Internal Process for Making an Informal Complaint:

a) The international student, parent, legal guardian, eligible relative or staff member will initially make contact with the International Student Coordinator who, in consultation with the Head of Senior School, will make a time to conduct a mediation process.

b) This would usually involve all relevant parties, such as the international student, parents, legal guardians, and/or eligible relative.

c) Where the complaint is regarding the International Student Coordinator, their role will be fulfilled by the international student's Head of House/Year.

d) Where the complaint is regarding the Head of Senior School, their role will be fulfilled by the Deputy Principal.

e) The School will advise the international student of their right to present their case as part of the internal informal complaints process at minimal or no cost.

f) The School will ensure that the international student is accompanied and assisted by a support person at any relevant meetings during the internal informal complaints process.

17.9 Internal Process for Making a Formal Complaint:

a) Formal complaints should be directed to the Principal in accordance with the process outlined in this Policy.

b) The international student has the right to bring a support person to any meetings held during this process.

c) The School will advise the international student of their right to access the internal formal complaints process at minimal or no cost.

d) The School will ensure that the international student is accompanied and assisted by a support person at any relevant meetings during the internal formal complaints process.

17.10 Internal Appeals Process

a) The international student and/or their parent can lodge a formal written appeal in relation to a decision made by the School.

b) The School will:

- Acknowledge and assess the appeal within 10 days of receipt.
- Advise the international student of their right to present their case as part of the internal appeals process at minimal or no cost.
- Ensure that the international student is accompanied and assisted by a support person at any relevant meetings during the internal appeals process.
- Finalise the appeal as soon as possible.
- Provide a written outcome of the appeal, including reasons for the outcome, to the international student and/or their parent.

17.11 Where the School has assessed the international student as not meeting course progress or attendance requirements, the School will follow the process as outlined in the Full Fee Paying Overseas Student Academic Progress and Attendance Policy and maintain their enrolment until the appeals process has been completed.

17.12 Where the School makes a decision to suspend or cancel the international student's enrolment due to misbehaviour, the School will follow the process as outlined in the Full Fee Paying Overseas Student Enrolment Deferment, Suspension or Cancellation Policy and maintain their enrolment until the appeals process has been completed.

17.13 The School will ensure the international student is given a written statement of the outcome of the internal appeal, including detailed reasons for the outcome and keep a written record of the complaint or appeal, including a statement of the outcome and reasons for the outcome.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

17.14 External Complaints and Appeals Process:

a) If the international student's complaint is not resolved using the School's internal complaints handling and appeals process, the School will advise the overseas student within 10 working days of concluding the internal review of the international student's right to access an external complaints handling and appeals process at minimal or no cost.

b) The School has nominated the Overseas Students Ombudsman as external dispute resolution provider to hear complaints or appeals from international students arising from the School's internal complaints and appeals process.

c) The School will give the international student the contact details of the Overseas Students Ombudsman as outlined below.

d) The School will ensure that the international student is accompanied and assisted by a support person at any relevant meetings during the complaints and/or appeals process.

17.15 Overseas Students Ombudsman Contact details:

Postal: Commonwealth Ombudsman, GPO Box 442 Canberra ACT 2601

Telephone: 1300 362 072 (within Australia)

Telephone: +61 2 5117 3600 (outside Australia)

Enquiries: 9am – 5pm, Monday to Friday, AEST

Email: ombudsman@ombudsman.gov.au

Website: https://www.ombudsman.gov.au

17.16 Favourable Outcome:

a) If the internal or any external complaints handling or appeal process results in a decision or recommendation in favour of the international student, the School will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision, and advise the international student of that action.

17.17 Unfavourable Outcome:

a) If the decision is made to suspend or cancel the international student's enrolment, the change to the international student's enrolment will be recorded through PRISMS.

b) Once the Australian Government Department of Education has been notified of a deferment, suspension or cancellation of an international student's enrolment, the student has 28 days in which to:

- leave Australia;
- show the Department of Home Affairs a new Confirmation of Enrolment (CoE); or
- provide the Department of Home Affairs with evidence that they have accessed an external appeals process.

17.18 Complaints Resolution Policy (Parents, Guardians and Students):

a) For more information complaints and appeals (other than child safety related complaints) click here to access the School's Complaints Resolution Policy (Parents, Guardians and Students).

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

18 Privacy Statement

18.1 Personal information will be handled in accordance with the School's Privacy Policy (available on Kilvington Grammar School's website) and the Privacy Act 1988 (Cwlth).

18.2 The School may disclose your personal information to the TPS and/ or state or territory agencies in accordance with the Privacy Act 1988 in one or more of the following circumstances:

a) Where there has been an incident, disclosure or suspicion of a child safety and wellbeing concern. (Mandatory Reporting.)

b) To meet the School's obligations under the Child Information Sharing Scheme.

c) To meet the School's obligations under the Family Violence Information Sharing Scheme.

d) To provide schooling and school activities.

e) To make required reports to government authorities.

f) To look after students' educational, social and health wellbeing.

g) To satisfy the School's legal obligations.

h) To allow the School to discharge its duty of care.

i) To meet the School's obligations as prescribed by Australian Government Department of Education Census Collection.

j) To meet the School's obligations as prescribed by Australian Government Department of Education Student residential address and other information.

18.3 Personal information about the student may be disclosed by the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

APPENDIX A: EXTERNAL PROVIDERS DETAILS

VICTORIAN SCHOOL OF LANGUAGES
Level 6, 20 Otter Street, Collingwood, Victoria 3066 Australia
Email: vsl@vsl.vic.edu.au
Telephone: 03 9474 0500

VIRTUAL SCHOOLS VICTORIA
315 Clarendon Street, Thornbury Victoria 3071, Australia
Email: contact@vsv.vic.edu.au
Telephone: Toll Free: 1800 133 511
Telephone: 03 9965 0000
Facsimile: 03 9416 8371

VOCATIONAL EDUCATION AND TRAINING
Box Hill TAFE
RTO 4687
Melbourne CBD - 253 Flinders Lane, Melbourne Box Hill - 465 Elgar Road [i]

Chisholm TAFE
RTO 0260
Frankston - Fletcher Road, Frankston Dandenong - 121 Stud Road

Foundation Learning Centre
RTO 3977
Level 1,2/54 Wells Street, Frankston

Holmesglen TAFE
RTO 0416
Moorabbin – 488 South Road
Chadstone – Corner. Batesford/Warrigal Rd Glen Waverley – 595 Waverley Road

Integrity Business College
RTO 21739
Docklands - 198 Harbour Esplanade

Kangan Institute
RTO 3077
Cremorne – 85 Cremorne St Docklands – 1 Batman Hill Drive

Mayfield Education
RTO 3938
2-10 Camberwell Road Hawthorn East

PARENT OR LEGAL GUARDIAN (AND STUDENT IF 18 YEARS OF AGE OR OLDER) CONSENT

I/We have read the Business Regulations and agree to abide by the conditions contained herein.

Family Name (please print): ……

Date ……

Signature (Mother/Legal Guardian)……

AND/OR

Family Name (please print): ……

Date ……

Signature (Father/Legal Guardian)……

AND (subject to age of student)

Family Name (please print): ……

Date ……

Signature (Student if 18 years of age or older)……

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G